



NOTICE OF VACANCY

JOB TITLE:	Equal Employment Opportunity Coordinator
DEPARTMENT:	EOE
SALARY:	\$66,862.78
CLOSING DATE:	Open Until Filled

MAJOR DUTIES:

Receives and reviews allegations of unfair employment practices and make appropriate recommendations. Conducts confidential investigations and prepares investigative reports and corrective action to the Commission. Conduct training classes in the areas of racial, sexual harassment, cultural diversity etc. Serve as a mediator between employees and management to resolve conflicts. Present quarterly reports to Commission. Monitor hiring, promotion, termination of government employees. Provide assistance in complying with Equal Opportunity guidelines to applicable departments.

MINIMUM QUALIFICATIONS:

BA/BS degree in related field. 5-8 years work related experience in business administration, public administration or other related occupational field. Knowledge of state and federal Equal Opportunity Employment Laws. Knowledge of the principles human resources management, employee relations and public administration Knowledge of relevant local codes and ordinances. Knowledge of interviewing techniques and investigating techniques. Skill in oral and written communication. Ability to gather, and analyze data, reaches conclusions and makes appropriate recommendations. Skill in updating and maintaining computer hardware and software. Travel from office to other locations may be required on a regular basis.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

We are an Equal Opportunity Employer.

We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.



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